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15 January 1999

MEMORANDUM FOR: (b)(3)

FROM: (b)(3)

SUBJECT: ~~(AIUO)~~ ADD Weekly Report 7-13 Jan 1999

REFERENCE: Note Timing of this Weekly: Thurs-Wed

(U) The Automatic Declassification Date is 17 April 2000

(U) Activities and Accomplishments Highlights

~~(AIUO)~~ **Items of Management Interest:**

~~(AIUO)~~ ***Record Production Week!***

~~(AIUO)~~ Production Highlights: **This week, ADD shattered its record for total pages certified, exceeding pages in a single week.** The bulk of the pages certified came from the two special processing projects -- ground photos and WDC translations. With the holiday break over, on-line review returned to its pre-holiday production rates of nearly pages completed at both Level I and Level II. In electronic conversion, the Document Conversion Center indexed it page. (b)(3) (b)(3) (b)(3) (b)(3)

~~(AIUO)~~ ***The ADD External Referral Unit (ERU) Pilots Electronic Referral to the National Security Agency (NSA):***

~~(AIUO)~~ In an effort to establish a Community of Interest project with potential benefit to other Agency components, the Automatic Declassification Division has embarked on a pilot project to utilize Intelink for referral of scanned documents to NSA for declassification coordination. Five documents with 10 pages were selected for referral. These documents will be attached to an ICE (IC Intelink E-mail note) and forwarded to the NSA declassification program. Declassifiers at NSA will review the documents in their electronic review and redaction system and return them to CIA. If the pilot proves successful, ADD will explore scalability and expansion opportunities to other agencies. (b)(3)

~~(AIUO)~~ **Personnel:**

~~(AIUO)~~ mother passed way last week and he has been on leave for the funeral. (b)(3)

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~~(AIUO)~~ Production Metrics:

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~~(AIUO)~~ **Highlights of HRB/Raytheon Production Labor Contract Status:**

~~*(AIUO)*~~ ***CIA/NARA Production***

~~(AIUO)~~ Scanning production was down to pages for the week as the team attended INFOSEC training . (b)(3)

~~*(AIUO)*~~ ***NLJ (National Library Johnson):***

~~(AIUO)~~ We are now in a hold situation for deployment to NLJ pending the finalization of a Memorandum of Understanding (MOU) between NARA and CIA. We hope to resolve the MOU issue at a meeting scheduled for 20 January. We originally scheduled to have the document separator system shipped to NLJ on 5 Jan. we have been forced to delay this shipment. (b)(3)

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~~(AIUO)~~ **Engineering and Operations:**

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~~(AIUO)~~ ***STAR GATE Operations and Support Efforts:***

~~(AIUO)~~ Except for the remaining folders awaiting release decision resolution, a set of floppies with index information have now been built for the previously printed STAR GATE pages. These are now ready for INFOSEC review and ultimate construction of an unclassified searchable index database.

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~~(AIUO)~~ ***External Referral Processing System (ERPS) Data Staging:***

~~(AIUO)~~ Thus far, batches of the Eisenhower Library (NLE) total have completed the indexing step. Training is now being finalized to prepare the External Referral Unit (ERU) team to make referrals to Directorate Teams in a couple of weeks for the Kennedy Library (NLK) documents. A preliminary readiness status review for the Remote Imaging Team (RIT) deployment to the Johnson Library indicates that two minor technical issues remain, with only the outstanding required Memo of Understanding (MOU) with NARA unresolved. We believe the MOU issue can be closed out on 20 January when D/OIM meets with at NARA.

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~~(AIUO)~~ ***Original Records Repository and ERWI:***

~~(AIUO)~~ With the last failure mode identified (uncontrolled ERWI Server Indexing), backfill of the STAR GATE data has begun. Thus far boxes or one-third of the total have been inserted in the Original Records Repository (ORR). Although a hold of further data for several days will occur to assure our selves of correct operation, it appears with careful monitoring, that between can be inserted each week. With the initial backfill process underway, deployment of the OCR Service has begun. This deployment will take a couple of weeks of integration and testing.

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~~(AIUO)~~ **External Referral Unit:**

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~~(AIUO)~~ Remote Archive Capture Program:

~~(AIUO)~~ The Community Review Tool (CRT) is now up and running. CRT provides Other Government Agencies (OGAs) a tool to review their presidential library material. We will begin contacting OGAs this week in an effort to get them to come to look at their Kennedy Library (NLK) documents. NLK documents for CIA are to be ready in IWAS on 20 Jan. (b)(3) (b)(3)

~~(AIUO)~~ NARA Team:

~~(AIUO)~~ The State Department declassifiers at NARA have approval to start processing Treasury records, and are well into the process. They are tabbing equities for OGAs (including CIA), but not for Treasury (at request of Treasury). CIA has previously reviewed nearly half of the Treasury holdings at NARA (tabbing and withdrawing only CIA equities), but this State initiative will help us greatly. (b)(3)

~~(AIUO)~~ The Team participated in discussions with State and NARA regarding if/when State will begin "re-reviewing" their Withdrawns at NARA, in line with their "promise" to the State Historical Advisory Committee (HAC). (State starting of this process will presumably impact CIA/NARA, as we also "promised" to follow State in the processing of the State Withdrawns.) (b)(3)

~~(AIUO)~~ , PIRD/IRG is supporting the Agency response to the new "Nazi War Crimes Disclosure Act" and is coordinating her effort to introduce the Agency players to the NARA players and to the relevant NARA holdings (primarily the OSS Withdrawns). Four Agency ICs have been designated to review documents at NARA, their clearances are being forwarded, and a first meeting at NARA is tentatively set for 21 January. (b)(3) (b)(3) (b)(3) (b)(3)

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~~(AIUO)~~ ***NARA Scanning Metrics:***

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~~(AIUO)~~ DCI Team:

~~(AIUO)~~ The DCI team chief spent most of the last week completing a manual review of Washington Document Center translations of captured WWII documents. One of the documents reviewed concerned follow up actions to Dr. Von Braun's 1941 suggestion to build guided liquid-propelled rockets at Peenemunde. The project, codenamed "Wasserfall," was supposedly to be used for antiaircraft defense. Another captured German document dealt with their perception of Soviet counterattacks at Stalingrad, along with maps. The rest of the DCI team continued to focus on material from the late 1940's and early 1950's.

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~~(AIUO)~~ DS&T Team:

~~(AIUO)~~ The DS&T team continued work on general U-2, FBIS, and OSA documents. The team provided input to the updated declassification guide concerning imagery-derived intelligence. Work continues with the NIMA team on an Intelligence Community guide for declassifying such intelligence. Finishing touches continued on the STAR GATE collection; all of the audio tapes will be exempted and unclassified video tapes will be passed to NARA with copyright restrictions.

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~~(AIUO)~~ DI Team:

~~(AIUO)~~ DI Team members divided their time between normal Image Workflow Automated System (IWAS) review and preparation of ground photos for shipment to NARA. Nevertheless, Dreamteamsters continued apace on interim production goals on the march DI Team Chief and redactor-superior met with and from IRG and

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to discuss a six-month The discussions indicate that much needs to be done by the IROs in developing a strategy for combing CIA files for relevant information. A number of adjustments also will have to be made to IWAS and further development of review standards and subsequent training will have to be provided to support the declassification review. Follow-up meetings are expected shortly. Finally, has been elevated to Level II reviewer status on the DI Team effective 16 January. Congratulations to (b)(3)

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~~(AIUO)~~ DA TEAM

~~(AIUO)~~ In our efforts to put guidance documentation online, ADD personnel entered index entries for the Declassification Guide into Microsoft Word. We will proofread, review, and add to the list for inclusion in the online guidance. We will also review the index terms for completeness and consistency; then the guidance/index information will be ready for programming so that IWAS users can access the guidance via an on-screen icon.

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~~(AIUO)~~ , DA Team Certifier, reviewed a -page SECRET document entitled CIA Historical Staff Chronology 1946-65. This document has four columns: the first cites events of world-wide significance; the second contains events of national interest; the third cites developments in the intelligence community; and the fourth contains milestones in the development of the Agency. has asked the Historical Review Group to assist in the review of this document.

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(~~AIUO~~) certified low-hanging fruit (mostly exempted material) and about of the Office of Security (OS) Monthly Statistical Reports (dating from about 1962-70). There are at least more of these monthly reports in Image Workflow Automated System (IWAS); they are predominantly sanitized (release-in-part) material. Several of the documents have been referred to EHU for guidance due to problematic references.

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~~(AIUO)~~ Exception Handling Unit:

~~(AIUO)~~ The draft of Version 2.0 has been revised and improved by the results of detailed reviews by ADD staff. Among the notable features of the draft are a sharply reduced number of guideline codes and the much more substantial guidance under

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Exemption 6 (foreign relations and diplomatic activities) prepared by [redacted] who is also drafting an Appendix with supplementary background information for the exemption. Following approval of the draft by C/EHU, it will be considered by members of the ADD Declassification Policy and Procedures Review Board at a meeting early in the week of 18 January. Revisions will be made as appropriate, and the revised draft will be sent to C/ADD for his review and approval. The ADD version of the guide will then be forwarded to the IROs for review en route to the Agency Review Panel for final approval. The end of February is the target date for an ARP-approved Version 2.0 for submission by the DDA to the Information Security Oversight Office for approval by the Interagency Security Classification Appeals Panel. [redacted] (b)(3) (b)(3)

~~(AIUO)~~ DO Team

~~(AIUO)~~ The DO Team has just about completed the review of hardcopy Intell Report referrals from DIA. These reports were a mixture of MIA/POW and other information concerning Air America. [redacted] (b)(3)

~~(AIUO)~~ C/DO Team and Level II Redactor, [redacted] attended a meeting with representatives of Defense Prisoner of War/Missing Personnel Office. This meeting was hosted by representatives of External Referral Unit (ERU) and covered issues related to our redaction efforts and other ERU issues. [redacted] (b)(3) (b)(3) (b)(3)

(U) Upcoming Week

(U) Declassification and the march towards the [redacted] page goal will continue apace. [redacted] (b)(3)

~~(AIUO)~~ D/OIM, C/ADD and C/ERU will meet with NARA personnel on 20 January to discuss the proposed MOU on Remote Archive Capture (RAC) Program scanning and RAC and NARA document review. [redacted] (b)(3)

~~(FOUO)~~ A meeting of the External Referral Working Group (ERWG) will be held at Archive II, College Park, Maryland, will be held on 20 January. Bill Leary, NSC, will be the keynote speaker and will discuss the Kyl Amendment implementation plan which he was a key participant in developing. [redacted] (b)(3)

~~(AIUO)~~ A meeting will be held with Automation Group on future systems planning. [redacted] (b)(3)

~~(AIUO)~~ Planning is underway for an ADD off-site 28 January on Meeting FY 1999 Document Review Production Goals. The purpose of the off-site is to investigate ways of meeting ADD's ambitious [redacted] page review target through review strategies and overall productivity enhancements. D/OIM has agreed to attend the dinner and wrap-up session. [redacted] (b)(3) (b)(3)

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[redacted] (b)(3)
Chief, Automatic Declassification Division
IRG/OIM

(U) Note: Portion Markings pertain to all portions below the marking until a new portion marking is encountered.

~~AIUO~~ except indicated Para and Indicated Cover Name(s)

CC: [redacted] (b)(3)

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